



Staff Recruitment Policy

Purpose:

The purpose of this policy is to provide the guidelines for attracting and selecting internal and external job candidates and creating an effective hiring process.

Acres welcomes and fosters diversity amongst its employees and seeks to ensure that all candidates for employment are treated fairly, and that selection is based solely on the individual's abilities and qualifications.

Our recruitment process will result in the selection of the most suitable person for the job having regard to experience and qualifications where necessary. As an employer, we are committed to the principle of equality of opportunity.

Scope:

This policy applies to all employees who are involved in hiring for Acres Enterprise Ltd. And all potential job candidates.

All recruitment and selection procedures and decisions will reflect Acres' commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications, and capabilities.

No regard will be given to factors such as age, gender, marital status, race, religion, physical impairment, or political opinions, etc.

Policy:

Employees are encouraged to apply for posted positions within the company. Seasonal or temporary/contract employees may also apply for all positions. Aside from qualification, however, operational needs and staffing levels will be determinants in allowing a transfer or promotion to occur.

Promotions and transfers are based on an employee's knowledge, skill, attitude and performance as well as business needs and objectives.

Employees who have successfully achieved a transfer between departments are strongly encouraged to develop their new role for a minimum of one year.